

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, December 6, 2001 at 4:00 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Salch, Members Bostic, Owens, Selzer and Nuckolls

Members Absent: Member Hoselton

Other Board Members

Present: None

Staff Present: Mr. John M. Zeunik, County Administrator; Ms. Martha B. Ross, County Administrator's Assistant

Department Heads/
Elected Officials

Present: Mr. Jack Moody, Director, Facilities Management;
Mr. Bill Wasson; Director, Parks and Recreation;
Mr. Sammy Ferrara, Superintendent, Veteran's Assistance
Commission

Chairman Salch called the meeting to order at 4:00 p.m.

Chairman Salch presented the minutes of the November 1, 2001 meeting for approval. Hearing no corrections or additions to the minutes, Chairman Salch declared the minutes of the November 1, 2001 meeting of the Property Committee to be approved as submitted.

Mr. Jack Moody, Director of Facilities Management, presented a request for approval to purchase and install a 225 gallon PVI water heater for use in the Law and Justice Center Building. He noted that the County Board approved the request in November 2000 as a part of the Fiscal Year 2001 Recommended Budget. The bid specifications were written and a pre-bid conference was conducted, which was well-attended by interested bidders. The bid opening occurred on November 9, 2001 wherein two (2) bids were received and opened. Chief City Mechanical, Inc. submitted a bid of \$23,956.00 and Mid-Illinois Mechanical, Inc. submitted a bid of \$23,080.00.

Facilities Management staff met with representatives from Mid-Illinois Mechanical, the low bidder. Mr. Moody noted that the concrete pad to accommodate the new water heater has been poured into place. Mr. Moody remarked that the purpose of the new water heater is not for use as a replacement for an existing water heater. Rather, the new unit will be placed into service in addition to the existing unit. He cited the Illinois Department of Public Health's ("IDPH") requirement for 140 degree water at the discharge site, and noted that the single unit currently in service is not 100% reliable with regard to meeting this requirement.

Mr. Moody added that IDPH also requires redundancy in hot water availability, in the event of a failure to the primary unit. The second hot water source would then be available to accommodate the need for temperature-sufficient hot water, particularly to meet the needs of the Adult Detention Center.

The amount of funding budgeted in November 2000 leaves a shortfall of \$4,720.00 when compared to the amount of the current low bid. However, sufficient funds are available for the project, due to unexpended savings on other projects.

Motion by Owens/Selzer to recommend approval of the request to purchase and install a 225 gallon PVI water heater in the Law and Justice Center Building, with the bid by Mid-Illinois Mechanical to be accepted in the amount of \$23,080.00. Motion carried.

Mr. Moody noted that the installation of 10 new boilers in the Law and Justice Center has now been completed. He cited this project as being one of the smoothest projects to be completed by the Facilities Management Department in quite some time.

Mr. Bill Wasson, Director, Parks and Recreation Department, presented the Request for Approval of Amendments to the Ordinance Pertaining to Fees for the Parks and Recreation Department. He explained that the requested fee adjustments were included in the Fiscal Year 2002 Recommended Budget, which was approved on November 20, 2001.

Mr. Owens asked how COMLARA Park's fee schedule compares with those of other public parks in the general area. Mr. Wasson responded that, while COMLARA's fees are not the highest fees in the area, its fees are above the median for comparable facilities.

Mr. Selzer asked how much revenue is generated by watercraft registrations at COMLARA Park.

Mr. Wasson remarked that there are usually about 1,400 watercraft that register annually for Evergreen Lake. Daily registrations are also accepted in addition to the annual registrations.

Mr. Selzer asked whether the registration fees collected is sufficient to offset the costs associated with providing accommodations for the use of watercraft. Mr. Wasson noted that there are a variety of accommodations needed for watercraft. Many capital items are needed for watercraft access and the patrol service provided on the lake by the Sheriff's Department are two noteworthy items. Mr. Wasson explained that there has not been a complete cost analysis done, but he is confident that the fee increase will be sufficient to offset the costs incurred.

Mr. Selzer asked when the last cost increase was implemented. Mr. Wasson responded that it was in 1999. He noted that fees are reviewed annually, but fee increases are not always warranted. For example, Mr. Wasson cited the drought that has been experienced over the past Minutes of the Property Committee Meeting December 6, 2001
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two year period. The drought conditions have impacted both the recreational usage of the lake facilities, as well as what services are available to park users. Conditions for use at the park are taken into consideration each year when deciding whether a fee increase is necessary.

Motion by Selzer/Bostic to recommend approval of Amendments to the Ordinance Pertaining to Fees for the Parks and Recreation Department. Motion carried.

Mr. Wasson introduced the Watercraft Lease Agreement with Illinois State University ("ISU"). He noted that this agreement has been in place and renewed annually for seven (7) years. Historically, the university operated the boat facilities prior to the approval and implementation of the Agreement. Then, eight years ago, during a reprioritization, ISU determined that the Campus Recreation Services Department could better serve students in other ways. At that time, the County's Parks and Recreation Department began to lease the existing equipment from ISU, so that the County could provide this service. Mr. Wasson stated that in Fiscal Year 2000, the watercraft lease generated a net revenue in excess of \$11,000.00. There are some personnel costs associated with the watercraft lease program, such as staffing the Visitors' Center, but overall the agreement has been quite successful.

Mr. Nuckolls asked whether there had been any changes to the text of the Agreement since it was last approved. Mr. Wasson noted only changes in the dates which govern the term of the Agreement.

Motion by Nuckolls/Selzer to recommend approval of the Watercraft Lease Agreement between the County Parks and Recreation Department and Illinois State University. Motion carried.

Mr. Wasson presented the request for approval of an invoice from MetCom for upgrades to the E.F. Johnson Radio System. He announced that his department was not previously advised that it would be responsible for the cost of the upgrades. He explained that this unexpected expense would severely inhibit his department's ability to respond as requested, unless perhaps an Emergency Appropriation was approved. Otherwise, current projects scheduled to be completed in the near future would have to be compromised in order to meet this financial obligation.

Mr. Owens asked what other County offices and departments utilize the 800 MHz radios beside the Sheriff's Department. Mr. Zeunik responded that the only users of the 800 MHz radios are the Sheriff's Department and the Parks and Recreation Department.

Mr. Owens asked whether the additional expense for the upgrades was unanticipated by MetCom. Mr. Zeunik explained that the upgrades were Phase I of the proposal submitted by E.F. Johnson in order to improve the quality of radio communication. It was presented to the Minutes of the Property Committee Meeting
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MetCom Operations Board, which recommended approval of the work to be done on the radios. A portion of the cost was absorbed by MetCom. It was then agreed that the cost to upgrade the individual radio units would be borne by the individual agencies, because each agency has a different number of radios. For example, the City of Bloomington has more individual units than either the County or the Town of Normal. The billing under consideration is for the cost to upgrade 13 units for the Parks and Recreation Department. Mr. Zeunik further explained that this cost does not reflect work performed on the radio dispatch system (“the base”), or the various towers that are currently being used.

Mr. Zeunik suggested that a transfer from the Contingency line item account in the County Board’s budget be done to provide funds to reimburse MetCom for the radio upgrades, rather than an Emergency Appropriation.

Mr. Selzer noted that the amount due is not clear. He contended that the amount billed versus the number of radios serviced, according the memo from MetCom, is inaccurate. Mr. Wasson clarified that the number of radios upgraded was indeed 13, not four (4), as stated in an earlier portion of the transmittal memo.

Chairman Salch asked how much one radio costs when it is new. Mr. Wasson and Mr. Zeunik both estimated the cost of new radios at between \$1,500.00 and \$1,800.00 per each 800 MHz unit.

Mr. Zeunik remarked that Ms. Shawn Walker, Director, MetCom, was advised by E.F. Johnson, that the upgrade work should be performed on all 800 MHz units on an annual basis. Mr. Mark Peterson, City Manager, Town of Normal, had reported at an earlier joint meeting between the County Board, the Normal Town Council, and the City of Bloomington, that annual upgrade and maintenance work should be performed on the base station, the equipment, the towers, and the radio units. At this time, there is no maintenance contract, either in effect or proposed, to address this annual service. However, if viewed as preventative maintenance, it appears that such service may be essential to the reliable operation of the system.

Ms. Bostic asked what type of service is actually performed on the individual radio units. Mr. Zeunik responded that the individual units are each examined and adjusted according to specifications.

Mr. Owens asked whether all 13 radios were actually needed. Mr. Wasson responded that all 13 units were indeed needed. One unit is used at the Visitor’s Center, two are used by Sheriff’s Department personnel, and the remainder are utilized during the summer season at the boat

concession, beach, campground station. Units are also issued to the full-time personnel, and part-time/seasonal employees who work in jobs that require the use of a radio. He noted that virtually all units are utilized during the summer season.

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Ms. Bostic asked Mr. Wasson to characterize the quality of usage for the radio units.

Mr. Wasson responded that most of the radio usage in his department is person-to-person communications. He stated that his personnel can now remain in communication with other department personnel in all parts of the County, which was previously not possible. He noted that the Park is on the fringe of the receiving area and sometimes static and transmission problems do occur, but they are not as troublesome as such problems would be for emergency services personnel.

Mr. Wasson explained that the full-time Sheriff's deputy stationed at the Park utilizes a dedicated radio unit. A second radio unit is designated for officers who work part-time at the Park on various shifts. Each of the two units is programmed slightly differently, with prioritization of scans and channels available, so that communication with each officer is direct and unencumbered.

Chairman Salch asked whether the same type of service would be needed again in Fiscal Year 2002. Mr. Zeunik responded that the vendor recommends annual maintenance. However, no decision has been made to date on future service.

Mr. Zeunik stated that the Town of Normal is currently using a 400 MHz system in their police squad cars. The City of Bloomington has ordered a 400 MHz system as a back up. The County Sheriff has not yet made a decision on what system will be selected for use within the County.

Mr. Selzer asked whether Bloomington will pay its own costs for the upgrade service, or will MetCom pay for that service. Mr. Zeunik explained that the City of Bloomington plans to submit their bill for the 400 MHz system to the Emergency Telephone Systems Board ("ETSB") in the hope that it will pay all or a portion of the amount due.

Mr. Selzer noted that the radios were actually upgraded in July 2001. He asked when the decision to do the upgrades was made. Mr. Zeunik speculated that the decision was made in the spring of 2001, but that a review of the Metcom Operations Board minutes would be necessary in order to confirm a specific date and supporting circumstances.

Mr. Selzer asked whether any entity within the County actually authorized the upgrades. Mr. Zeunik responded that the upgrades are a part of the intergovernmental agreement that the County approved establishing the Metro McLean County Centralized Communications Center and the MetCom Board. The expenses that Metcom incurred were approved by the County Board in the Fiscal Year 2001 adopted budget, as a result of the County Board's oversight of MetCom's budget in its entirety.

Chairman Salch asked whether the County will be forced to utilize a 400 MHz system in the event that both Bloomington and Normal return to full-time use of a 400 MHz system.

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Mr. Zeunik responded that the difficulty in the use of a 400 MHz system is that the same communications capability is not available, as it is with an 800 MHz system. With an 800 MHz system, there is a multi-channel, simulcast system, which makes it easy to communicate with any other agency which utilizes an 800 MHz system. A 400 MHz system, however, does not have the same multi-channel simulcast capability. What is generally available in a 400 MHz system is a shared frequency. Communications must be made on that frequency.

Mr. Nuckolls asked if there was another office to which the Parks and Recreation Department's invoice could be submitted. Mr. Selzer noted that the County is not satisfied with the operation of the radios. He further expressed dissatisfaction with the non-specific nature of the upgrades and the extent of the on-going need for future service. Mr. Selzer recommended that the Committee submit the invoice to another entity for payment, if possible.

Mr. Owens noted that, in this case, the work was performed prior to notifying any of the entities involved that there were charges being incurred. He expressed dissatisfaction with the lack of available information.

Ms. Bostic asked why the payment isn't being charged to the MetCom budget. Mr. Zeunik responded that when the intergovernmental agreement was approved, it was agreed that ETSB would purchase whatever number of radios were allocated to all of the individual departments. That initial purchase was the extent of ETSB's responsibility. Any additional radios needed, and any maintenance incurred, would then become the responsibility of the individual agencies.

Mr. Wasson explained that because of the fact that the Parks and Recreation Department is a small department and does not utilize a large number of radios, lack of notification of the coming charges for radio upgrades may have been an oversight.

Motion by Selzer/Owens to return the invoice from MetCom regarding payment for upgrades to the E.F. Johnson 800 MHz radio system, and request an accounting of what the service entailed and the dates of such service. Additionally, a request for a schedule for future maintenance is also requested.

Ms. Bostic remarked that the Danvers Fire Protection Board, of whom she is a Trustee, recently had an upgrade performed on their radios. It is her recollection that MetCom paid for that upgrade, but she would like to confirm that. Mr. Zeunik noted that MetCom is obligated to cover the expenses related to the base radio, the receivers and the towers.

Mr. Nuckolls asked for a specific restatement of the motion. Mr. Selzer stated that the motion is to send the invoice back, requesting an accurate invoice with the correct amounts stated. Additionally, MetCom must provide the details of what was upgraded and when, and whether

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there are plans for future upgrades or other service. He stated that an accurate invoice could then be submitted.

Mr. Nuckolls asked for confirmation on the fact that the current invoice could not be submitted to ETSB for payment. Mr. Zeunik confirmed that the invoice may not be submitted to ETSB.

Motion carried.

Mr. Selzer asked that Mr. Wasson send the invoice back to MetCom for revision and clarification.

Mr. Wasson remarked that the Deer Management Program was completed during the past weekend. Forty-eight deer were harvested this year, including three that were obtained from accessible blinds made available for disabled hunters. The overall number is quite average compared to the past few years.

Mr. Wasson noted that the Deer Management program will continue to be evaluated in the future for its effectiveness in holding down the deer population in the Park. Population counts have remained steady over the past few years, with the count averaging 50-60 deer per square mile. The recommended carrying capacity is 15-20 deer per square mile. Options to improve the program in the coming years will be evaluated.

Mr. Zeunik presented the request for approval of the Approved Vendor List for Janitorial and Paper Supplies, on behalf of Mr. Don Lee, Administrator of the McLean County Nursing Home.

He explained that once each year the Nursing Home prepares a comprehensive bid package for purchase of janitorial, custodial and paper supplies and submits it to the Property Committee for approval. Based upon the Nursing Home's evaluation of the bids, they recommend award of the individual items listed to the different companies that submitted bids for those items. The prices listed are guaranteed for the year. All County offices and departments that need janitorial and paper supplies may buy from the list and gain savings as a result of the utilization of a comprehensive bid.

Motion by Selzer/Owens to recommend approval of the Approved Vendor List for Janitorial and Paper Supplies. Motion carried.

Mr. Zeunik presented his memorandum detailing options for financing capital improvements to certain County buildings. Three County buildings are the subject of the memo, which was

requested by the Committee in October 2001. Each of the buildings addressed in the memo may have potentially significant expenses with regard to necessary repairs.

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With respect to the Old Courthouse, which was the subject of a comprehensive study conducted by the firm of Wiss, Janney and Elstner Associates, the repairs may be financed in a variety of ways.

There are two (2) grant programs that are available through the State of Illinois that the Old Courthouse qualifies for. The first program is known as the Illinois Public Museum Grants Program, which comes from the Illinois Department of Natural Resources (“DNR”) and the Illinois State Museum. Capital grants are available, and the McLean County Historical Museum meets eligibility criteria for those grants by virtue of its conformity to the various conditions required for the receipt of grant funding. The capital improvement grant funding available from the DNR requires a 75% local match, with the receipt of 25% State Public Museum grant funding.

Representative grants recently awarded in the Central Illinois area include the Children’s Discovery Museum, Bloomington, Lakeview Museum, Decatur, and the Children’s Museum, Decatur.

Mr. Zeunik stated that the Tourism Attraction Development Grant and Loan Program is available from the Illinois Department of Commerce and Community Affairs (“DCCA”). It provides grants to counties, municipalities, and not-for-profit organizations and loans to for-profit organizations. The funds are intended to assist in the development and improvement of tourist attractions in Illinois. Grant funding available under this State program requires a 50% local match, with the remaining 50% provided by State funding.

The Tourism Attraction Development Grant and Loan Program is currently without funds. This is due to the fact that the State is presently experiencing budget difficulties and revenue shortfalls. Therefore, there is no funding currently available for this program. There are no applications accepted at this time. The next date to inquire about application submissions is March, 2002.

The Museum of History is also eligible to apply for grant programs for which County government is not eligible. Among those are grant programs sponsored by various foundations and philanthropic groups which are dedicated to making improvements to museums such as the McLean County facility. In the event that any such grants are sought, the Museum of History staff would submit the grant application.

Mr. Zeunik reported that there are four remaining avenues by which the County could provide funding to address the issues noted in the report from Wiss, Janney, Elstner Associates are: 1) through the annual Appropriation and Budget Ordinance; 2) Public Building Commission (the "PBC") Tax-Exempt Bond Financing; 3) referendum to increase the corporate property tax rate, and; 4) referendum to authorize an accumulation of general taxes for building purposes.

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Mr. Zeunik explained that although the Museum is a part of the County's General Fund, the Fund may be hard-pressed to provide funding for many of the various capital improvements needed. Additionally, the PBC has advised the County that it could do a tax-exempt bond financing for the Old Courthouse as long as the County owns the building. Such action would require a full faith and credit pledge by the County, which would function as the security for the transaction. However, in so doing, the bonds would then be retired via a tax levy.

County government does have the option to request that the voters approve an increase in the corporate property tax rate. The County's corporate tax rate is currently capped at 25 cents per \$100 of Equalized Assessed Value. Revenue generated by such action would be unrestricted in its use.

Mr. Zeunik commented that he has recently become aware of yet another revenue generating option. That option is to conduct a referendum to authorize an accumulation of general taxes for building purposes. This option is codified at 55 ILCS 5/5-1026. Statute provides for a County Board of any County of less than 500,000 inhabitants, by resolution, may provide for submission to the electors a proposition to accumulate a surplus from the tax levy, for a specified building project to be undertaken by the County when such accumulation is sufficient to pay for the project. However, the surplus funds generated by such a tax rate increase are to be set aside for a specific purpose. By contrast, an increase in the corporate property tax rate would generate unencumbered funds. It should be noted, however, that once building projects are completed, there would be little incentive to continue to levy a tax for the purpose of surplus funds accumulation. Therefore, such a tax might more easily be rescinded than the more generalized increase in the corporate property tax rate.

Conditions at the Health Department Building, at this time, do not necessitate immediate action. Mr. Zeunik recommended that this building be designated as a Special Revenue Fund, separate and apart from the County's General Fund. In so doing, the fund balance will accumulate, as a result of the number of tenants occupying the building and paying both rent and utility reimbursement payments. The fund balance, if allowed to accumulate over time, could allow projects to be funded by cash payments.

As a second option for the Health Department Building is to allow the PBC to utilize tax-exempt financing to fund improvements. Since the PBC currently owns the building, this could be accomplished relatively easily.

A third option to fund improvements to the Health Department Building is to utilize the Referendum to Authorize an Accumulation of General Taxes for Building Purposes.

The McBarnes Memorial Building suffers from a high vacancy rate with regard to occupied tenant space. Since it is the lease agreements with the tenants which fund 100% of the annual

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maintenance and operating expenses of the building, it is not surprising that these revenues are currently insufficient to also provide the funding for necessary capital improvements to the building. Tenants willing to commit to long-term lease agreements in the McBarnes Building could agree to a lease provision, which would ultimately provide for a Capital Replacement Fund. Payments from tenants would then accumulate a balance to be used for needed improvements to the building.

Mr. Zeunik remarked that such action was the County's intent when it renovated the McBarnes Building in 1975, following a catastrophic fire. When the building was formally occupied in 1976 following the renovation, the tenants in the building were making payments as a part of their lease agreements. Such payments were to be earmarked for both the repayment of the debt incurred for renovation, and to accumulate a fund balance to be used for future improvements to the building.

Mr. Zeunik commented that the initial plan for the McBarnes Building, although well-planned and soundly-reasoned, has not realized its potential. Since its largest tenant, the McLean County Historical Society, vacated the entire third floor of the building, the return payments on the outstanding debt have slowed to a trickle. Building tenant McLean County United Way continues to pay its share on the outstanding balance, but the amount is so small that it has little impact.

The key to revitalization of the McBarnes Building is to identify suitable tenants to occupy the third floor. Additionally, tax-exempt bond funding through the PBC, and a Referendum to Authorize an Accumulation of General Taxes for Building Purposes are both available to address capital improvement needs for this building.

Mr. Owens asked whether a Special Revenue Fund could be considered for the McBarnes Building. Mr. Zeunik responded that such a fund is already in place for the McBarnes Building. However, the fund does not generate a sufficient amount of money over time because the building is not fully occupied.

Ms. Bostic asked whether surplus funds available in the Health Department Building's Fund could be transferred to a like fund for use at the McBarnes Building. Mr. Zeunik replied that because of the stipulations surrounding the use of special revenue funds, revenue from different building's funds cannot be used for another facility. This is primarily due to the fact that each special revenue fund has different sources of funding.

Mr. Nuckolls asked whether there were any other tenants in the McBarnes Building besides the United Way and PATH who contribute funds toward retiring the \$110,000.00 debt on the building. Mr. Zeunik confirmed that only these two tenants contribute toward the reduction of the debt.

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The County is actively pursuing any and all leads that it receives with regard to acquiring tenants for the McBarnes Building, with the currently-vacant third floor as its main priority. At this time, there are two potential tenants who are engaged in on-going discussions regarding space on the east side of the second floor.

Mr. Selzer asked whether adequate parking spaces could be obtained for McBarnes tenants in the forthcoming addition to the Lincoln Parking Deck. Mr. Zeunik answered that such spaces would likely be available from the City of Bloomington.

Mr. Selzer asked whether vacating the two block length of Albert Street, near the Chamber of Commerce and Economic Development building could provide better access to the McBarnes Building and result in some much-needed on street parking. He commented that such action would likely provide a more attractive atmosphere for prospective tenants for the McBarnes Building.

Mr. Selzer remarked that establishing a fund wherein the Old Courthouse could accumulate funds for use in the future is an attractive option. Also, it would not preclude the ability of applying for grants, as well.

Mr. Owens noted that he agreed with Mr. Selzer's comment. He felt that the Historical Society would be pleased with the increase in available funds for capital projects.

Ms. Bostic noted that a referendum to accumulate funds for the Old Courthouse would be more favorable with taxpayers. Mr. Zeunik cautioned that such a capital fund must be created for a clearly specified purpose and nothing else. He noted that this would be important to remember in the decision process.

Mr. Selzer commented that the only foreseeable drawback is that the fund balance may not accumulate quickly enough in order to be aptly utilized. Chairman Salch asked how quickly a referendum question could be placed on the ballot. Mr. Zeunik remarked that the issue would be decided in a general election, so November 2002 would be the soonest that such a question could be placed on the ballot. The County Board must adopt a resolution directing the County Clerk to place the question on the ballot. The amount of the increase in the tax levy must also be specified within the ballot question. The Board would have the discretion to determine the amount.

Mr. Nuckolls asked whether this issue would also need to be approved by the Finance Committee. Mr. Zeunik explained that that the issue would be reviewed in the Property Committee and then it would proceed to the Finance Committee. From the Finance Committee, the Executive Committee would then explore the issue.

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Mr. Zeunik stated that, given the County's present Equalized Assessed Valuation, a one cent increase in the property tax rate would generate \$232,350.00 in new revenue. Mr. Selzer asked what amount of increase would a County taxpayer incur if an additional one cent were imposed upon a \$100,000.00 home. Mr. Zeunik responded that there would be an additional \$3.33 per year added to the tax on that home.

Mr. Zeunik noted two advantages apply to utilizing the option of a referendum authorizing an accumulation of general taxes for building purposes. First, interest earned on the funds collected may be returned to the fund to compound. Second, since the approval to create the fund must come from the voters, they would need to be fully informed as to the nature of the project (s) for which the money generated would be used.

Mr. Owens asked whether the Board could ask for a term of six years during which it may accumulate general taxes for building purposes. Mr. Zeunik stated that he would need to refer that question to the Civil Division of the State's Attorney's Office for research.

Chairman Salch asked Mr. Zeunik to prepare a position paper on the topic of Referendum to Authorize an Accumulation of General Taxes for Building Purposes. Mr. Selzer remarked that the average voter will not easily distinguish between that option and a Referendum to Increase Corporate Property Tax Rate.

Chairman Salch presented the bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor.

Motion by Selzer/Owens to approve payment of the bills as presented
by the County Auditor.

Mr. Selzer asked whether the present billing statement included the bill for the MetCom radios. Mr. Zeunik replied that it did not.

Motion carried.

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Mr. Zeunik reminded the Committee that its next meeting is currently scheduled for Thursday, January 3, 2002 at 4:00 p.m. He inquired as to whether that date and time would be appropriate for all concerned. Mr. Owens noted that the Transportation Committee moved its January meeting from Tuesday, January 1, 2002 to Thursday, January 3, 2002 at 3:00 p.m., due to the New Year's Day holiday. The Committee noted no scheduling conflicts between the Property Committee and the Transportation Committee for the January meeting cycle.

There being nothing further to come before the Committee at this time, Chairman Salch adjourned the meeting at 5:05 p.m.

Respectfully submitted,

Martha B. Ross
Recording Secretary

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